



EXECUTIVE ASSISTANT TO THE SENIOR PASTOR

OVERVIEW

Purpose and Primary Responsibilities: The Executive Assistant to the Senior Pastor will handle a wide range of administrative related tasks for the Senior Pastor. The ideal candidate has experience serving in an administrative role, is detail oriented, and comfortable utilizing various forms of technology for ministry effectiveness. Because this position interfaces often with the church staff and the larger church body, a successful candidate must have a highly engaging and friendly personality.

The Executive Assistant must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships and remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

In addition to the specific responsibilities below, the Executive Assistant will be responsible for such duties as assigned by the Senior Pastor.

AREAS OF ESSENTIAL RESPONSIBILITY

Administration

- Manage the Senior Pastor's calendar appointments, meetings, and phone conferences, including meetings with staff, ministry contacts, boards, and ministry teams; keeping appropriate parties informed in advance.
- Manage the Senior Pastor's incoming correspondence (calls, mailings, and e-mail).
- Coordinate the Senior Pastor's daily, weekly, monthly, and annual appointment schedule with church calendar for maximum ministry effectiveness, keeping him apprised of appointments regularly.
- Manage all speaking engagement and travel opportunities, coordinating details with all.
- Be aware of the overall church, ministry goals and programs, and the Senior Pastor's detailed responsibilities related to these.
- Coordinate logistics for lodging and meals for annual various staff and ministry retreats.
- Assist with coordination, setup, and staffing of church events.
- Assist with church-wide communication, especially communication directly from the Senior Pastor.
- Assist with resource procurement, including office, promotional, and hospitality supplies.
- Be present on Sundays to help with Senior Pastor and Ministry needs as they arise.

Other Important Items

- Word processing, proofreading, creating and editing digital and printed materials.
- Present on Sundays and for occasional events outside office hours.
- Other duties as assigned by the Senior Pastor.

DETAILS

Part-time position. Pay commensurate with experience. Reports to the Lead Pastor.

Essential Attributes of a Successful Candidate

1. Highly administrative with an eye for detail.
2. Possesses strong character, wisdom and discernment.
3. Analytical thinker with excellent organizational skills.
4. A trusted, proven individual with a servant's heart.
5. Desires to complement and support the Senior Pastor.
6. Fully supportive of the Baptist Faith and Message.
7. Ability to design systems and processes for continuous improvement.